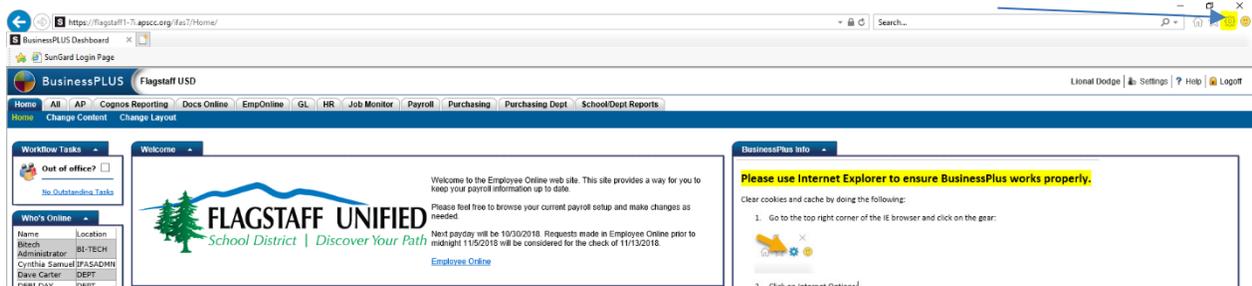


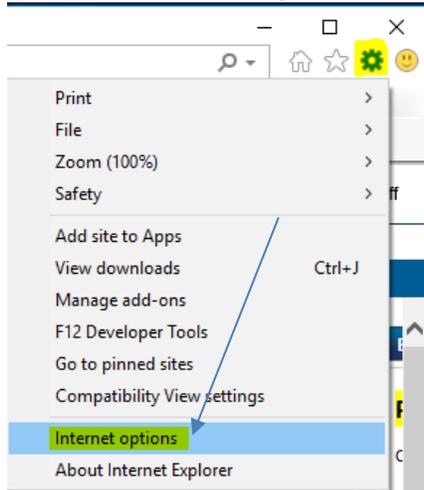
Adding safe intranet sites for Business Plus:

**Make sure you are using an Internet Explorer Browser.

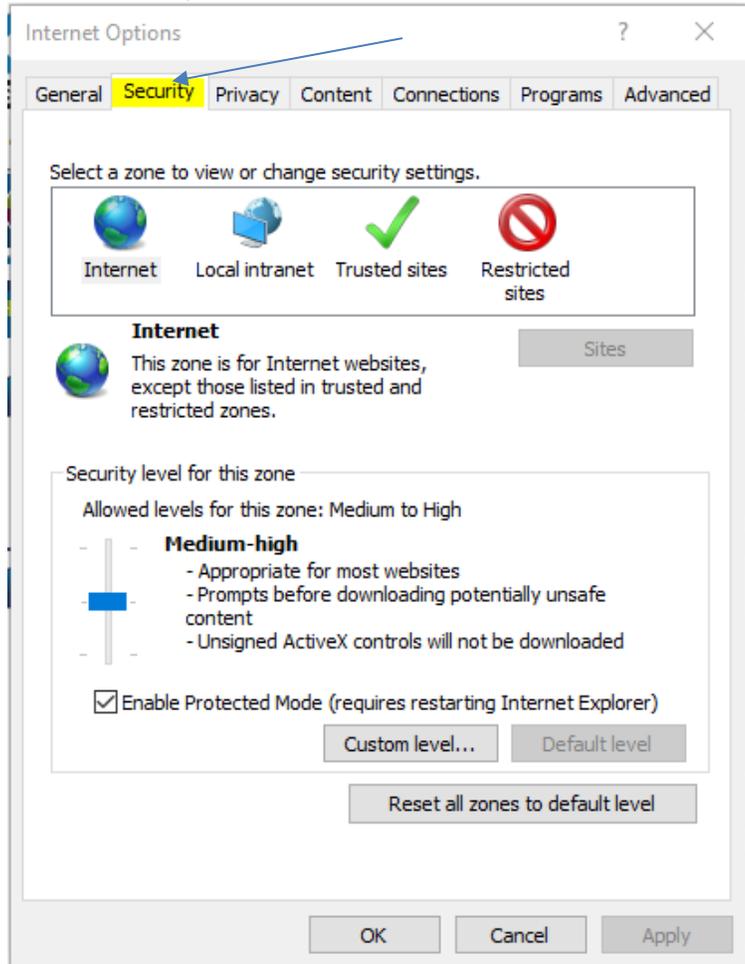
1. For some of the BusinessPlus functionality, you will need to make the BusinessPlus site a Local Intranet site. Double click on the gear(options) icon on upper left of browser screen.



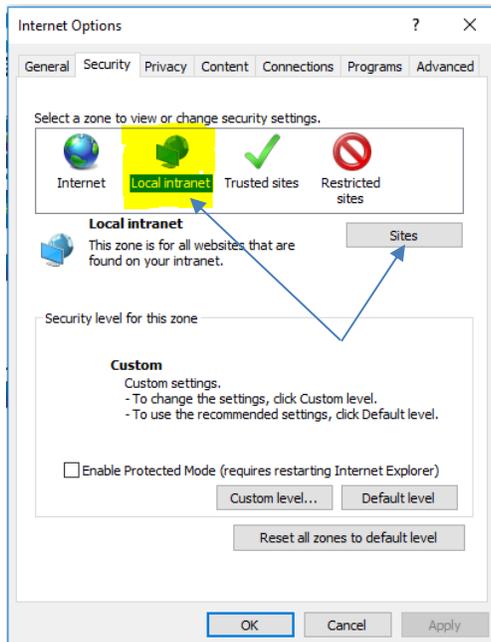
2. Select Internet Options



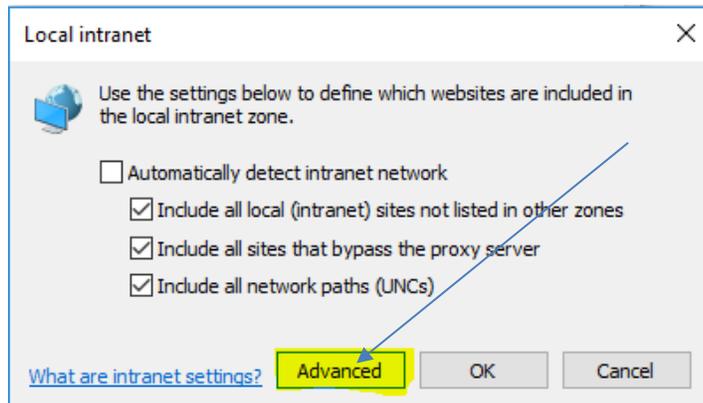
3. Then the Security Tab



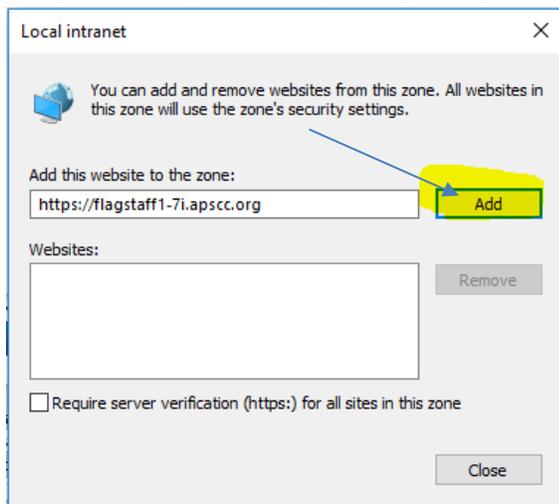
4. Click on Local Intranet icon, then Sites.



5. Click on Advanced button



6. Click on Add so the site moves into bottom
(<https://flagstaff1-7i.apsc.org/ifas7>)

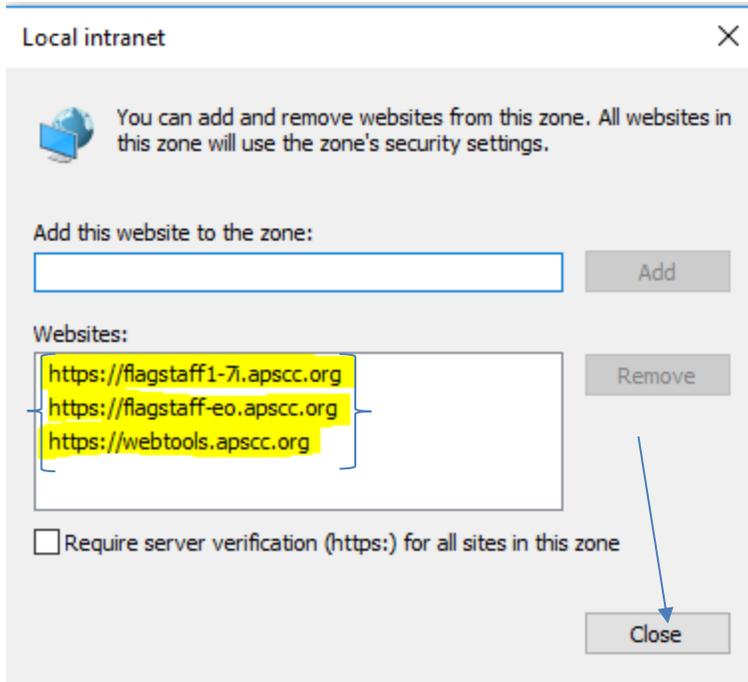


Here is the site to facilitate Copy and Paste

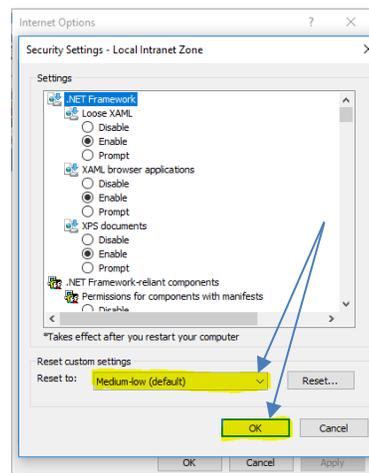
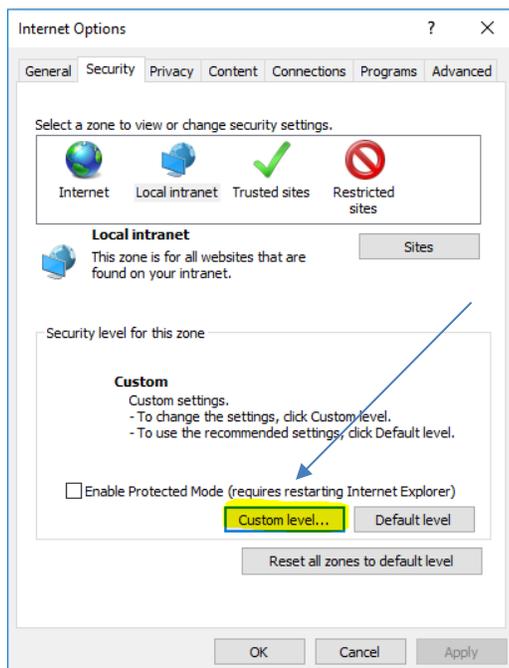
<https://flagstaff1-7i.apsc.org/ifas7>

<https://flagstaff-eo.apsc.org/BusinessPLUS/employeeonline/>

<https://webtools.apsc.org>



7. Click on Close button, and Press Ok.
8. Make sure the zone has Medium-Low or Low security. Select Custom Level, make sure “Medium-low (default)” is selected, then Press Ok.



9. Press Ok to Close the dialog box and close and reopen your browser.

You are finished!